



## **2011 Teen Program Enhancement Fund**

### **PROGRAM PROPOSAL INSTRUCTIONS**

#### **INTRODUCTION**

\$43,000 has been allocated for the 2011 Teen Program Enhancement Fund.

This fund supports implementing Strategic Action Plan Goals and the following priorities:

- ◆ Expanding parks and recreation opportunities for middle and high school aged youth after school, evenings and on weekends
- ◆ Expanding health, nutrition and fitness programming
- ◆ Increasing youth leadership and civic engagement programming
- ◆ Expanding environmental education and stewardship program programming
- ◆ Creating and expanding youth employment opportunities, including paid internships and career shadowing
- ◆ Increasing visual and performing arts programming
- ◆ Aligning out-of-school time activities with school readiness and academic success
- ◆ Partnering with communities to develop services and activities that are specifically tailored for ethnic and immigrant populations

#### **MAXIMUM AWARD AMOUNT and EVALUATION**

The maximum amount of teen program enhancement funds allocated to a single program shall not exceed \$3,000.

To be eligible for teen program enhancement funds, the program is required to submit a complete and signed application form that identifies the program outputs and outcomes.

#### **ELIGIBILITY**

Proposals may be submitted:

- ◆ By any Department staff, who represent a program or facility.
- ◆ By a non-profit agency demonstrating a partnership with a department program or facility that serves the department's Strategic Action Plan.
- ◆ Proposals must include services or activities addressing the department's Strategic Action Plan Goals and 2011 work program priorities.
- ◆ Proposals must identify program outputs, participant outcomes and how they will be measured.
- ◆ Proposal identifies Youth Developmental Assets that will be enhanced by the program.
- ◆ Proposals must involve programs serving youth and/or teens within the ages 12 to 19 years. The Teen Program Enhancement Fund is not intended for capital projects.

- ◆ Proposals need to serve one or more of these categories:
  1. Programs/Activities which support under-served populations such as:
    - A) Homeless youth
    - B) Refugee or immigrant youth
    - C) Youth With Disabilities
    - D) Drop Outs, Re-entry
    - E) Youth with limited financial means (low income families) and/or limited opportunity and access to programs

Proposals that also meet the criteria below increase the likelihood of being funded.

#### **RATING CRITERIA**

- ◆ The proposal increases youth/teen participation above existing levels.
- ◆ The proposal results in service or program opportunities for a youth/teen population that is currently under-served.
- ◆ The proposal broadens the experiences available to youth/teens.
- ◆ The program helps to build youth/teen developmental assets.
- ◆ The proposal identifies program outputs and outcomes and how the results will be measured.
- ◆ The proposal serves immigrant and refugee youth.
- ◆ The proposal assists youth with school readiness and supports academic achievement.
- ◆ The proposal establishes a partnership with another youth service agency, providing additional resources and new opportunities for youth.

#### **PROCESS**

- ◆ **Proposers must completely fill out the attached form and submit your Teen Enhancement Fund proposal by mail or email to Dave Gilbertson; no later than the close of business (5 PM) on Wednesday, February 23, 2011. (mailing address below).**
- ◆ **Representatives of all partners must sign the form.**
- ◆ **Funding awards are scheduled to be made by March 11, 2011.**

#### **FISCAL AGENT RESPONSIBILITIES**

The Teen Program Enhancement Fund is a reimbursement grant program. The Parks and Recreation facility or program staff, either submitting the proposal or partnering with an outside agency, will be the fiscal agent for the grant. This involves oversight of the program, preparation of any contracts that need to be signed, monitoring the budget, approving expenses and completing program evaluations. Approved grant expenditures will be reimbursed to the grant's fiscal agent.

**GRANTS MUST BE MAILED OR EMAILED BY DEADLINE DATE:  
WEDNESDAY, FEBRUARY 23, 2011.**

**Please mail your application materials to:  
Attention: Dave Gilbertson Seattle Parks and Recreation  
8061 Densmore Avenue North  
Seattle, WA 98103-4436**

**or email to: [dave.gilbertson@seattle.gov](mailto:dave.gilbertson@seattle.gov)**

**2011 SEATTLE PARKS AND RECREATION  
TEEN PROGRAM ENHANCEMENT FUND  
APPLICATION FORM**

Name of Proposed Program: \_\_\_\_\_

Seattle Parks & Recreation Staff Submitting the Proposal:

Name: \_\_\_\_\_

Funding Requested: (\$500. min. - \$3,000 max.) Amount Requested: \_\_\_\_\_

**1) Identify the Strategic Action Plan Goal/s addressed by the program:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**2) Program Description:** (Please attach additional sheets if needed)

Describe the primary focus of the program and identify what activities will be conducted:

**3) Where will the program be conducted:** (Identify location/s)

4) Age range and number of teens anticipated to be served by the program:  
Ages: \_\_\_\_\_ Anticipated Number Served: \_\_\_\_\_

5) When will the program be conducted: Days/Times/How Long?  
Days: \_\_\_\_\_ Times: \_\_\_\_\_  
Duration: (weekly or monthly program – number of sessions: \_\_\_\_\_

6) Will activity fees be charged: Yes \_\_\_\_\_ How Much? \_\_\_\_\_ No \_\_\_\_\_

7) Are community partners involved in the program: Yes \_\_\_\_\_ No \_\_\_\_\_

List the partners and what they will do:

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

8) Identify the Youth Developmental Assets the program will focus on:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Program Evaluation:**

9) What are the program's outputs and outcome measures? (Complete the Outputs and Outcomes table below)

Examples:

Outputs (numerical representation of work) - total participation, total number of programming hours provided, number of volunteer hours contributed, teens provide service hours to their community, photos and/or video documentation

Outcomes (intended impact/benefit/change to participant) - participant pre and post surveys identify specific skills and/or knowledge learned from participating in the program, program participants improve attendance at school, a new teen program partnership is developed that leverages additional resources serving the needs of youth,

NOTE: At least some of the outcome measures should relate to Youth Developmental Assets the program plans to focus on.

Program Activities	Outputs	Outcomes

10) Identify how the outputs and outcomes are measured?

**11) Program Budget:**

BUDGET CATEGORY	Proposal Request
<b>PERSONNEL:</b> (Program Instruction and/or Administration Costs)	
Instruction Costs:	
Administration Costs:	
Hourly Rate:                      # of Hours:	
<i>Total Personnel Costs</i>	\$
<b>SUPPLIES:</b> Activity supplies & materials (educational materials)	
Miscellaneous supplies (printing, postage, copying, etc)	
<i>Total Supplies Costs</i>	\$
<b>Transportation</b>	
<i>Total Other Costs</i>	\$
<b>TOTAL OF ALL CATEGORIES</b>	\$

**TEEN PROGRAM ENHANCEMENT FUND GRANT SIGNATURE  
PAGE:**

**GRANT PROPOSER:**

Seattle Parks and Recreation Staff (Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Proposer \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**GRANT PARTNERS:**

1. Organization or Group: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. Organization or Group: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NOTE: Grant Proposer and Partner signatures are required for you to receive funding.**

**Proposal due Wednesday, February 23, 2011.**